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CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification **Posting Number** Department

PN #110704 **HUMAN RESOURCES**

Division

BENEFITS

RECEPTIONIST

Section

N/A 611 WALKER

Reporting Location Workdays & Hours

MONDAY - FRIDAY, 8:00 A.M. - 5 P.M.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Answer personal and telephone service to active and retired employees, or any other source. Provide assistance to walk-in customers to the Human Resources Department. Handle incoming mail and distribute to the department in HR Benefits. Schedule meetings and assist with setting up seminars. Gather information to generate reports, logging incoming and outgoing data. Assist benefits division with Open Enrollment materials and logging data and prepare packets for new hires.

10 **WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air

<u>MINIMUM EDUCATIONAL REQUIREMENTS</u>
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. 11

MINIMUM EXPERIENCE REQUIREMENTS

12 Six months of general clerical experience are required.

MINIMUM LICENSE REQUIREMENTS

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<u>PREFERENCES</u>
Strong PC Skills; Pleasant Voice Tone; Strong Interpersonal Skills; Administrative or Customer Service/Insurance Related Experience

15 SELECTION/SKILLS TESTS REQUIRED

16 **SAFETY IMPACT POSITION** Yes No X

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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actors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 7</u> \$641.00 - \$882.00 <u>Biweekly</u> \$16,666.00 - \$22,932.00 Annually

OPENING DATE May 24, 2006 18

CLOSING DATE May 31, 2006 19

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9302. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer